

Component A: Cover Page (Mandatory, not scored)**For Department Use Only**

Date Received _____

Request for proposals number _____

6 copies provided ____ yes ____ no

PLEASE TYPE

**Early ACCESS
Central Point of Contact and Directory
REQUEST FOR PROPOSALS**

Organization Submitting Request for Proposal:

Organization Name _____

Organization Address _____

Authorizing Signature:

Administrator or CEO, your signature indicates support and responsibility for the request for proposal submitted on behalf of the organization listed above. Your signature certifies that, to the best of your knowledge, the information contained in this application is accurate and complete.

Signature, Administrator or CEO _____ Date _____

Typed Name _____ Phone# _____ E-mail _____

Fiscal Agent for Organization Submitting Request for Proposal:

Fiscal Agency Name _____

Fiscal Agent Address _____

Amount requested _____

Mail or Deliver to:

Julie Curry, Consultant
Bureau of Early Childhood Services
Iowa Department of Education
400 East 14th Street
Grimes State Office Building
Des Moines, IA 50319-0146

Component B. System Capacity Summary (Mandatory, 15 points)

B1. Description of the applicant's ability to complete responsibilities including the ability to meet timelines.

B2. Description of how the applicant will staff the project to meet the demands for:

- Core Service 1: Website
 - Core Service 2: Toll-free Telephone
 - Core Service 3: Facilitation of Resources and Referral
 - Expectation 1: Qualified Professional Staff
 - Expectation 2: Data Collection/Reports
 - Expectation 3: Outreach/Marketing
 - Expectation 4: Quality Assurance
 - Expectation 5: Applicable Laws and Correlation to Scope of Practice
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B3. Description of past performance of work that is identical or similar to the scope of services including experience and references that demonstrate, to the satisfaction of the Department, the expertise and ability of the applicant to provide the services described in the RFP within the prescribed timeframe.

B4. During the last five (5) years, has the vendor been cited for non-compliance of the terms of a contract or had a contract for services terminated for any reason?

___ No. Proceed to next item.

___ Yes: Provide full details related to the non-compliance and correction of a contract below:

B5. Provide letters of reference from three (3) previous clients knowledgeable of the vendor's performance in providing services similar to the services described in this RFP and a contact person and telephone number for each reference. Clients should include intended user of services (e.g. parents; referral sources; etc.) and clients/partners that Applicant has coordinated similar services with.

Component C. Abstract (Mandatory, 5 Points)

C1. Title:

C2. Request for Proposal Cycle Dates:

C3. Name of Applicant Agency/Organization:

C4. Purpose/Vision Statement:

C5. Explanation of how the three (3) core services and five (5) expectations of this proposal will be addressed.

C6. Expected measurable outcomes for the project as a whole as well as each of the three (3) core services of the project.

D. Narrative Text (Mandatory, 35 points)

D1. Description of how the proposal is organized to address the three (3) core services and five expectations.

D2. Identification of measurable outcomes, with an emphasis on effect measures, for the intended users and partners of the services and for each core service.

D3. A work plan of the strategies and activities that will be implemented to achieve the Scope of Services for each of the three (3) core services and five (5) expectations. Insert table here.

D4. Identification of timelines for start up and implementation activities.

Component E. Budget Form (Mandatory, 5 points for alignment with Action Plan)

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Acquisition of equipment under this contract requires prior approval from the Department of Education. The disposition of all equipment purchased under the terms of this contract will become the prerogative of the Department of Education at the conclusion of this work.

| | Core Service 1 Website | Core Service 2 Toll-Free Telephone | Core Service 3 Facilitation of Resources & Referrals | Total Request for Proposal Funds Requested |
|---|-----------------------------------|---|---|--|
| Personnel (Include Number of FTEs) | | | | |
| Fringe Benefits | | | | |
| Contractual | | | | |
| Travel & Per Diem | | | | |
| Supplies | | | | |
| Evaluation | | | | |
| Indirect* | | | | |
| Other | | | | |
| Total RFP funds Requested | | | | |

Amounts are rounded to the nearest dollar.

* No more than 8% of total request for proposals request may be allocated to indirect costs.

Request for proposals #_____ (Assigned by Department of Education after receipt of application)

Component F: Budget Narrative (Mandatory, 10 points)

F1. Describe how all budget items were determined and how they relate to achieving the proposed project activities.

F2. Illustrate how current and future fiscal resources will support core services and be used for the activities outlined in the Request for Proposals.

F3. Provide information regarding the financial capacity of the applicant to fulfill the resulting contract.

Compliance Assurances

The signature of the organization is required on the Request for proposals cover sheet. The signature denotes that the following assurances have been read and there is agreement.

Part A: Nondiscrimination

The Applicant assures that in carrying out its request for proposals it will comply with federal and state laws, which prohibit discrimination on the basis of gender, race, national origin, disability, age, and religion in educational programs. Multicultural, gender fair approaches will be used in planning and implementing request for proposals programs.

Part B: Control of Funds

The Applicant organization hereby assures that it assumes responsibility for the control of funds received under this request for proposals. It is acceptable to subcontract with another agency for fiscal management of the request for proposal funds.

Part C: Fiscal Control and Accounting Procedures

The organization hereby assures that it will: 1) make reports when requested by the state fiscal agent; 2) maintain records and provide access to those records when requested by the state fiscal agent; 3) maintain all supporting documentation of the status and results of the initiative for up to three years following completion of request for proposals award.

Part D: Program Accountability

The request for proposals program manager or fiscal agent is responsible to notify the Iowa Department of Education immediately any time a deviation occurs or necessity arises to alter any of the goals, program activities, budget or other sections as stated in the request for proposals. The Applicant agrees to meet with project staff at the Iowa Department of Education or designee upon request.

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204.